

DEPARTMENT OF INDUSTRIAL RELATIONS
DIVISION OF WORKERS' COMPENSATION**Audit Unit**2424 Arden Way, Suite #305
Sacramento, CA 95825-2403

Tel: (916) 263-2710

Fax: (916) 263-2712



December 15, 2004

Re: Availability of Audit Unit Staff for Claims Training - 2005

Dear Claims Manager:

It is the goal of the Division of Workers' Compensation (DWC) to help claims administrators improve the quality of claims handling of California workers' compensation claims. In order to achieve this goal and to help claims administrators avoid the types of errors for which the DWC Audit Unit assesses penalties, the Audit Unit is willing to participate in workshops and offer presentations to your claims handling personnel related to compliance with California workers' compensation statutes and regulations. However, due to limited staff and some budget constraints in 2005, the audit unit will only be able to provide a limited number of workshops.

If you wish to take advantage of this service, your company or organization must provide adequate space and any materials needed by participants in the workshops. So that we are better able to manage our limited resources, we ask that you have a minimum of twenty participants per workshop or presentation. While there is no charge for putting on the workshop, we do ask that you reimburse the Department of Industrial Relations for any travel expenses associated with the presentation. We are not able to conduct presentations or workshops outside of California.

If you are interested in Audit Unit staff participating in this type of training for your company or organization, please make your request at least 60 days in advance and provide alternate dates if possible. Make your requests, in writing, to:

For Northern California:

Ms. Christine King, Northern California Supervisor
Division of Workers' Compensation, Audit Unit
455 Golden Gate Ave., 9th Floor, San Francisco, CA 94102
Telephone: (415) 703-4700

For Southern California:

Ms. Cora Lee, Southern California Supervisor
Division of Workers' Compensation, Audit Unit
320 West 4th Street, 9th Floor, Los Angeles, CA 90013
Telephone: (213) 620-2312

Division of Workers' Compensation Audit Unit